



## City of Austin - JOB DESCRIPTION



### Asst Dir, Code Compliance

<b>FLSA:</b>	Executives/2	<b>EEO Category:</b>	(10) Official/Adm
<b>Class Code:</b>	10024	<b>Salary Grade:</b>	E00
<b>Approved:</b>	October 02, 2013	<b>Last Revised:</b>	October 03, 2013

#### Purpose:

Under general direction of the Director, is accountable for day-to-day operations of Code Compliance. Directs work in development, planning and implementation of technical, clerical, and administrative employees. Executes policies included in City ordinances, resolutions and administrative regulations and state law.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Direct, develop, implement, and maintain activities related to the key goal areas of housing standards, abandoned vehicles, vacant lots, salvage yards, and other zoning violations.
2. Represent Code Compliance's interests and positions before national and local governmental officials, boards, commissions, associations and community organizations.
3. Plan and direct long-range goals for current and new programs within Code Compliance
4. Ensures all activities are carried out in compliance with departmental policy, local, state, and federal regulations and law governing activities.
5. Direct the activities of subordinate personnel in planning the operating budget for the department.
6. Coordinate with other City departments to provide technical expertise to concerned members of the public on citywide and current developments in Code Compliance.
7. Foster and develop excellent working relationships with key staff, division and departmental employees, other governmental organizations, and with external services, such as consultants, legal counsel, boards, and commissions, and the Austin City Council.
8. Prepare policies, review agendas, reports, and policy statements for presentation to boards and commissions and the Austin City Council.
9. Prepare annual reports, trend analysis and budget estimates for Code Compliance; make presentations to City management on Code Compliance issues.
10. Lead special studies and projects to improve the provision of Services within the City.
11. Direct and evaluate professional staff engaged in carrying out the work of the department.
12. Perform other tasks as required.

#### Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of management activities including selection, training evaluation, counseling, and dismissal.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of planning and budgetary processes

Skill in directing the activities of a large complex organization

#### Minimum Qualifications:

Graduation from an accredited four (4) year college or university with major course work in a field related to Engineering, Business or Public Administration, or related plus a minimum of nine (9) years of related experience, two (2) years of which were in a managerial capacity.

#### Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.